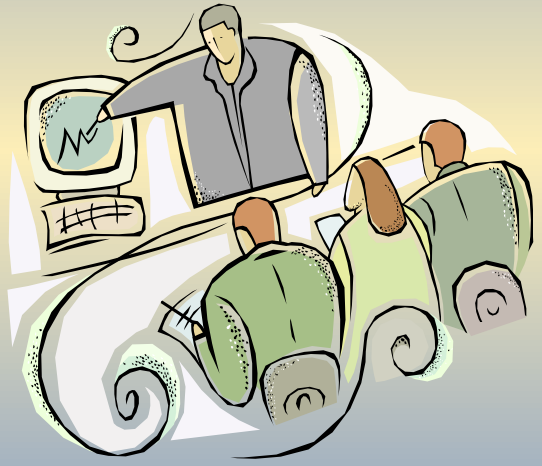
Electronic Document Access (EDA)

Contract Query & Customization



"Fly-in" Action

(Continue to Page Down/Click on each page…)

Contract Query Changes

Contract View, Search and Query

- Format of Contract Search Options
- Folder “View”
- “Recent Contract” selection capability
- Improved Advanced Search
- Query Customization using “My Settings”
- View of multi-part Contracts from NAFI

My Settings

- Customize Contract query results
- Columns order and inclusion
- Sort Options
- Page Size
- Download header options

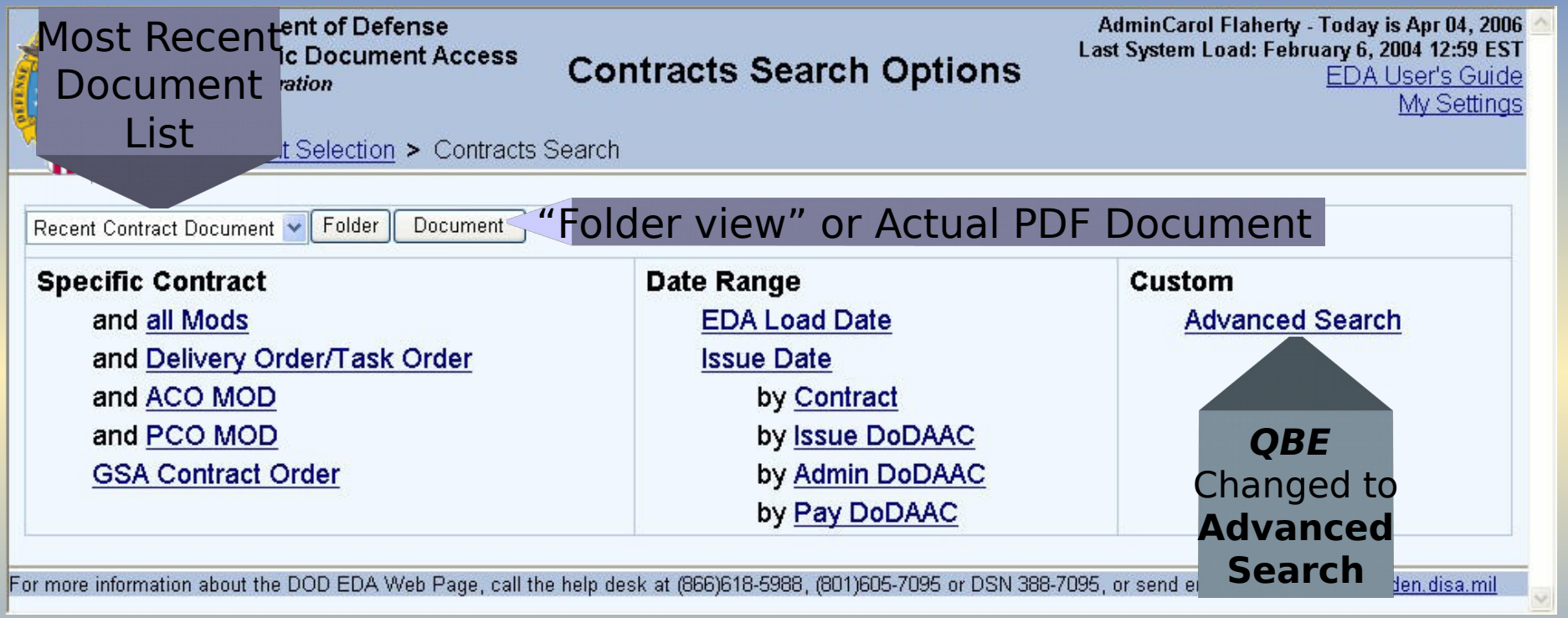
Contract Query…

EDA Document Selection

To perform Contract Query
CLICK
"Contracts"
on the Document Selection

Search for a Contract…

Contract Search Options



Contract Search Options

Use any Contract query option to locate desired contract

Supply *criteria* for option selected

Click **"View"** for results of query

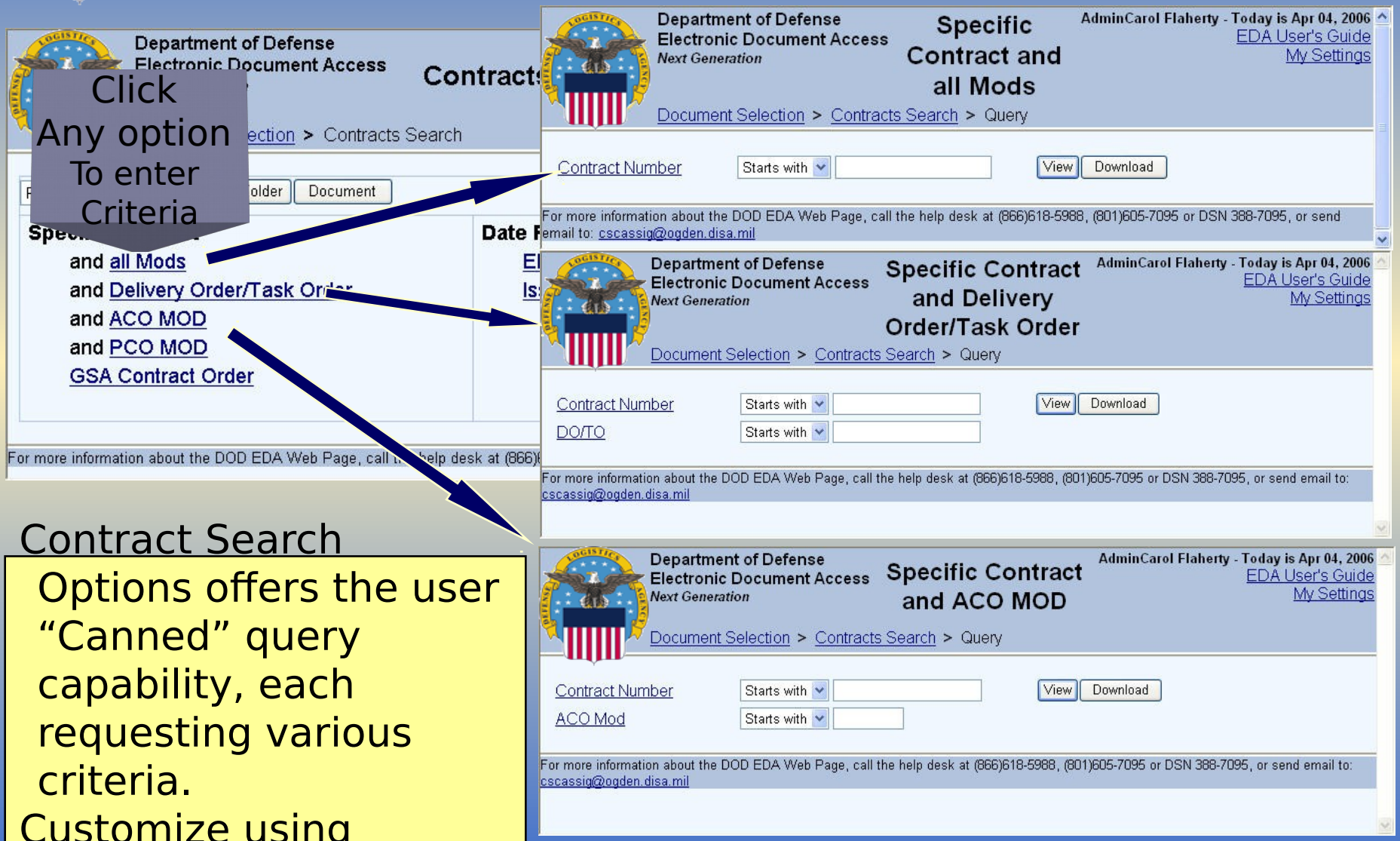
Search Options are categorized by

Specific Contract

Date Ranges &

Custom – Advanced Search

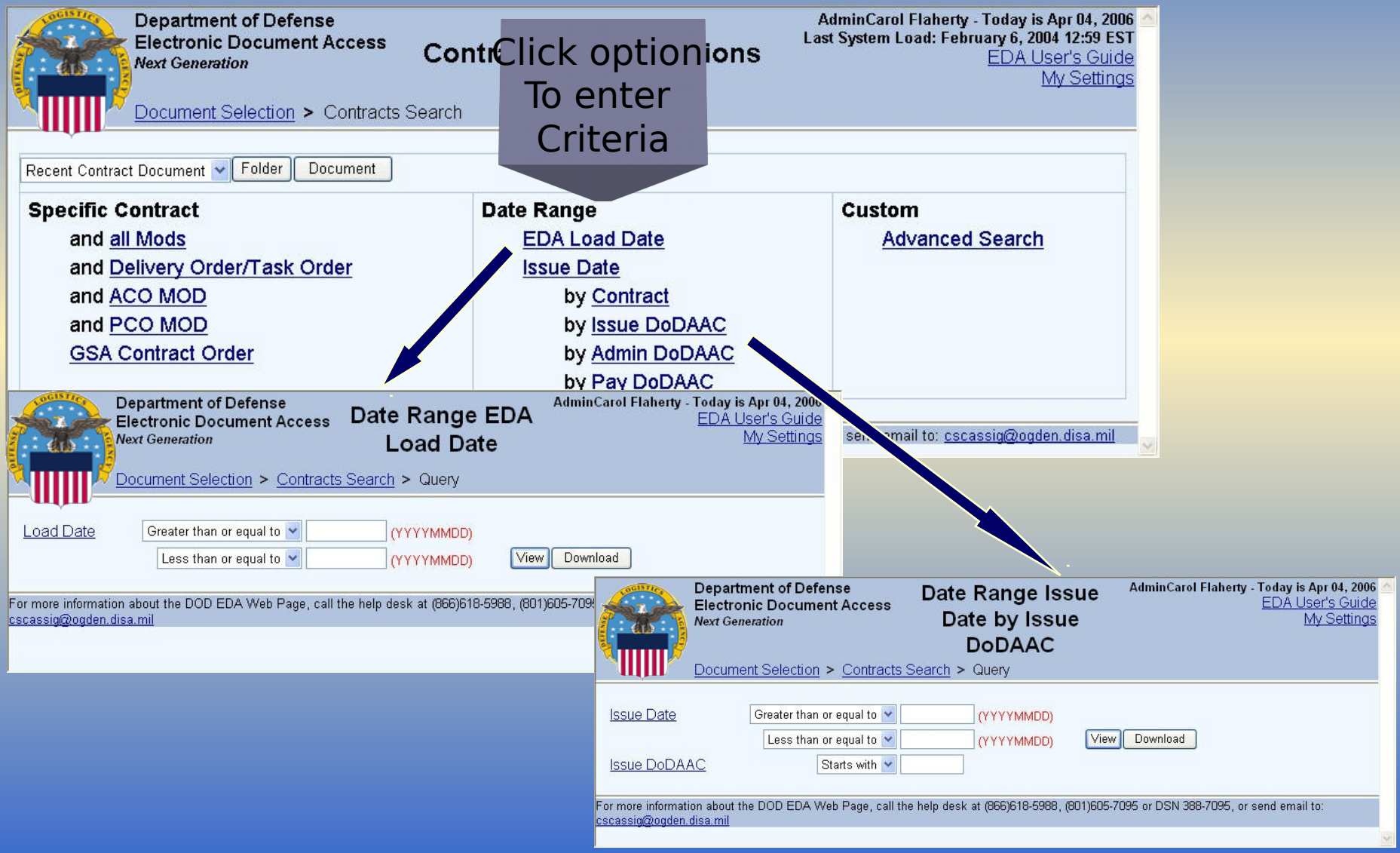
Contract Search Options



Contract Search Options offers the user "Canned" query capability, each requesting various criteria.

Customize using "Advanced Search"

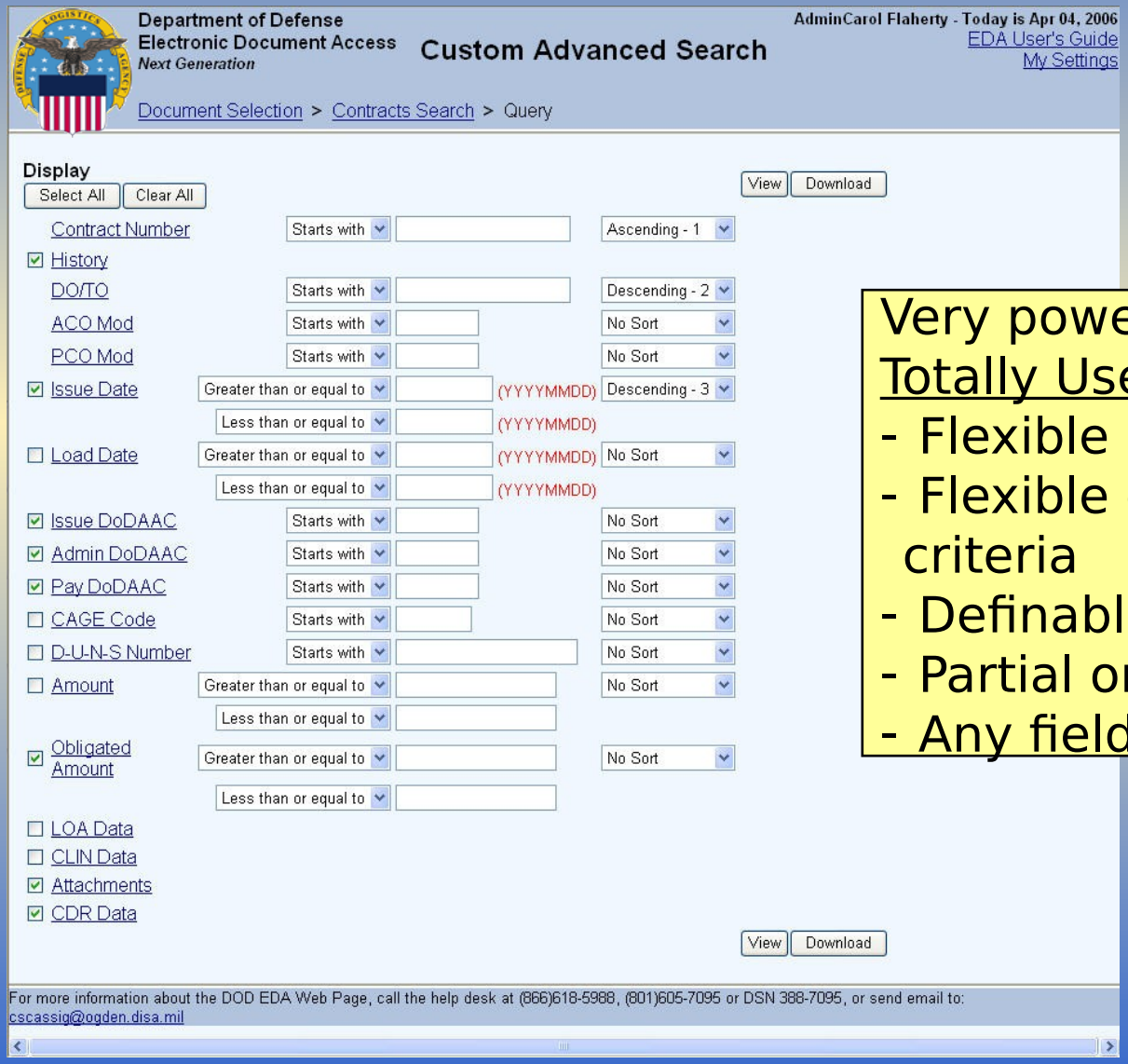
Contract Search Options



Contract Advanced Search

QBE Changed to **Advanced Search**

Advanced Search



Very powerful query tool

Totally User defined…

- Flexible result display
- Flexible operational criteria
- Definable sort order
- Partial or full entry
- Any field combinations

Contract Search Options

Most Recent Document List

Department of Defense
Electronic Document Access
Next Generation

Contracts Search Options

AdminCarol Flaherty - Today is Apr 04, 2006
Last System Load: February 6, 2004 12:59 EST
EDA User's Guide
My Settings

Document Selection > Contracts Search

Recent Contract Document | Folder | Document

"Folder view" or Actual PDF Document

Specific Contract
and all Mods
and Delivery Order/Task Order
and ACO MOD
and PCO MOD

Date Range
EDA Load Date
Issue Date
by Contract
by Issue DoDAAC

Department of Defense
Electronic Document Access
Next Generation

Contracts Query Results

AdminCarol Flaherty - Today is Mar 19, 2006
EDA User's Guide
My Settings

Document Selection > Contracts Search > Query

Displaying Page 1 of 1 @ 25 Records per page.
6 records returned (1 to 6 shown) Download

Advanced Search Refine Search

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount		CDR Data
FA4407000001 (3K)	H				20060221	20060221	FA4407	FA4407	FA4407	12345			Add	Add
FA4407000001 (19K)	H		CJF		20060310	20060310	FA4407	FA4407	FA4407	12345			Add	Add
FA4407000001	H			ROXY	20060310	20060310	FA4407	FA4407	FA4407	12345			Add	Add
FA4407000001 (3K)	H		OREO		20060310	20060310	FA4407	FA4407	FA4407	12345			Add	Add
FA4407000001 (3K)	H	CJF			20060310	20060310	FA4407	FA4407	FA4407	12345			Add	Add
FA4407000001 (342K)	H	CAROL			20060310	20060310	FA4407	FA4407	SP0400				Add	Add

Advanced Search Refine Search

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

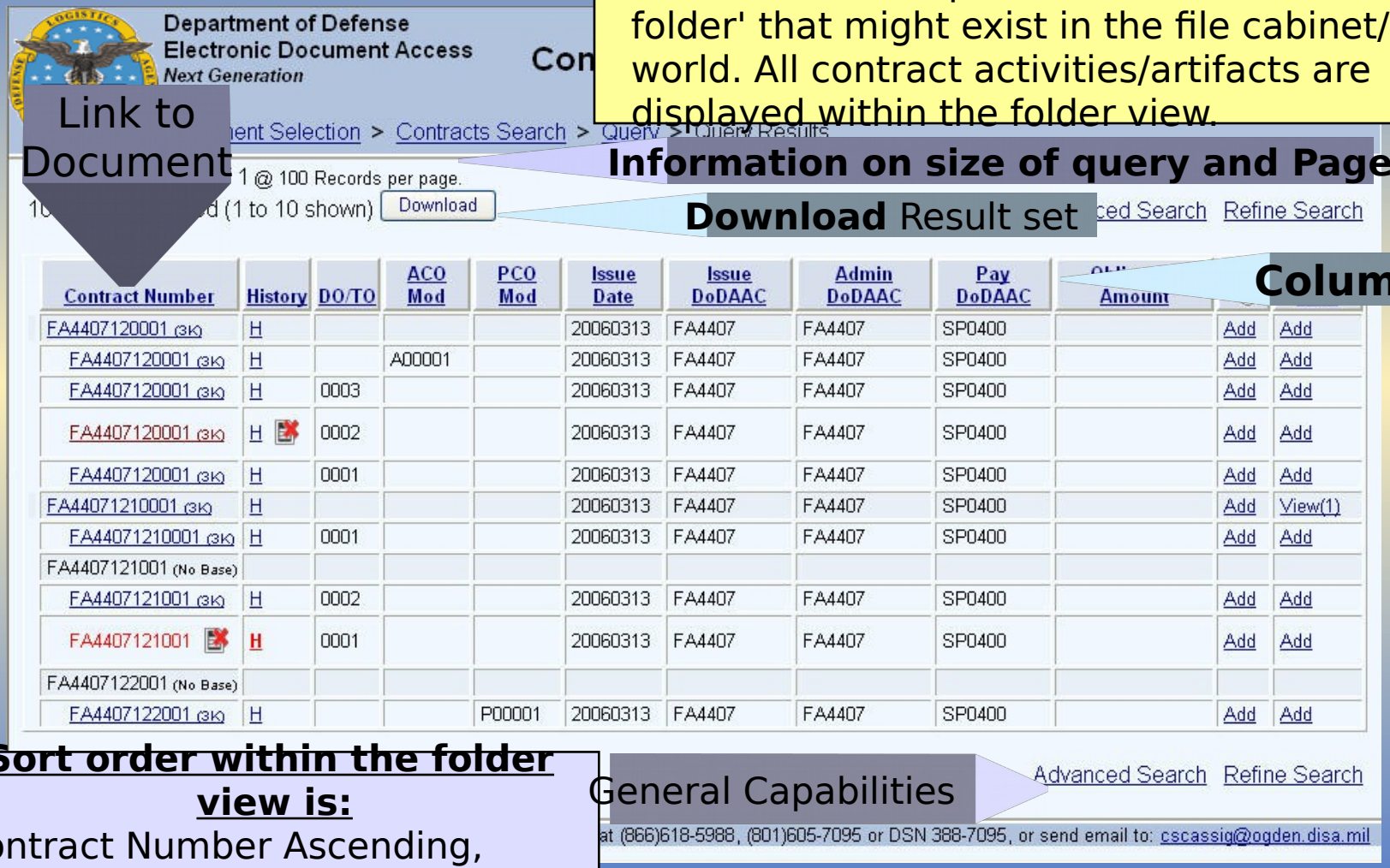
The Contract Folder is built and identified by the contract number.

EDA indents all activities under the base/basic Contract Number.

The Query result set indicates "(*No Base*)" or the size "(*size*)". The base/basic document depending on if it exists within

Folder View

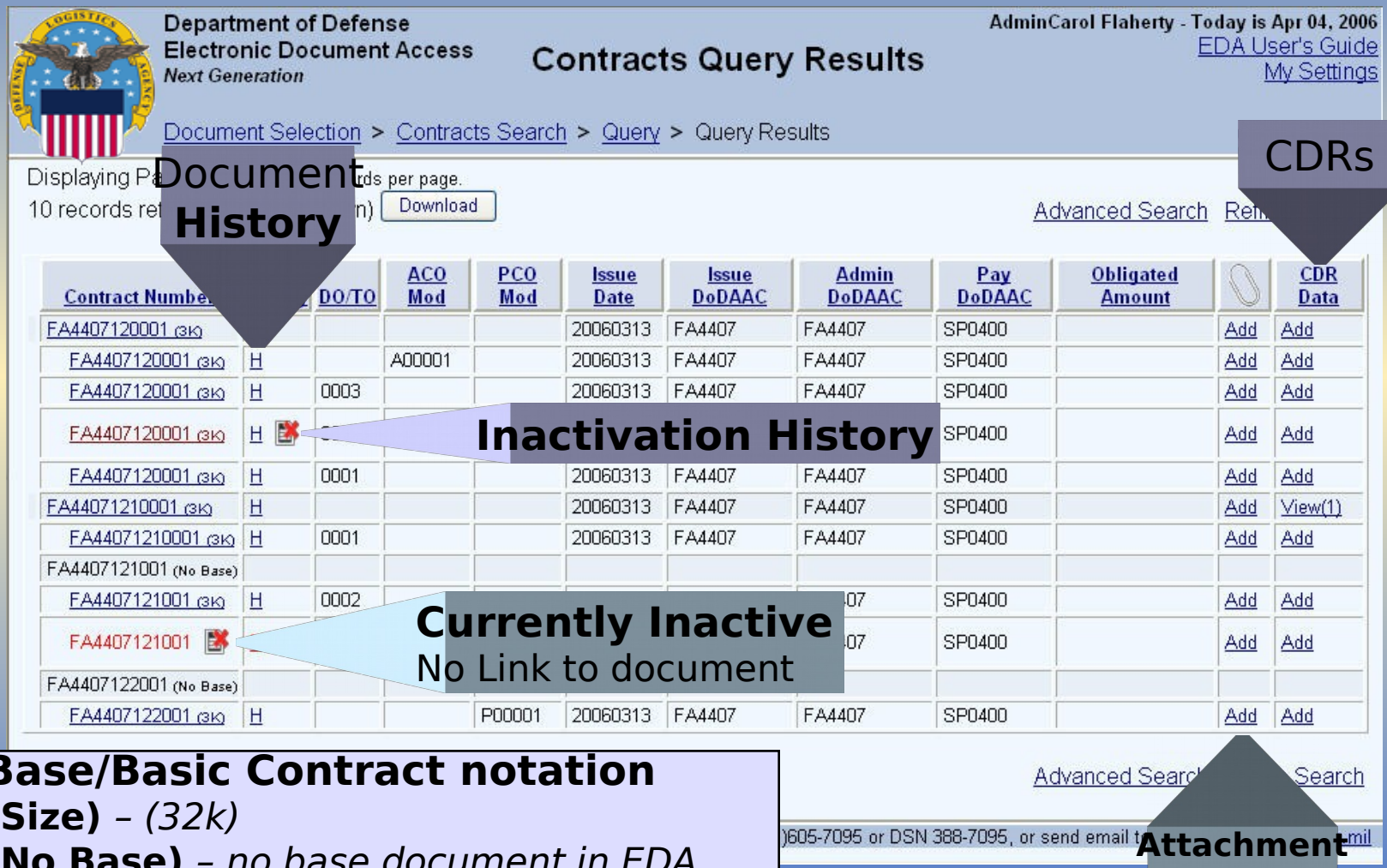
The Folder View represent an actual 'contract folder' that might exist in the file cabinet/paper world. All contract activities/artifacts are displayed within the folder view.



Sort order within the folder view is:

Contract Number Ascending,
DO/TO Descending,
Issue Date Descending.

Folder View - Cont



Base/Basic Contract notation

(Size) – *(32k)*

(No Base) – *no base document in EDA*

(# Parts) – migrated NAFI multi-part contracts

View Document History

Department of Defense
Electronic Document Access
Next Generation

Contracts History

AdminCarol Flaherty - Today is Mar 13, 2006
EDA User's Guide

Document Selection > Contract Search > Query > Query Results > Contracts History

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-N-S Number	Amount	Obligated Amount	LOA Data	CLIN Data	Attachments	CDR Data
FA4407120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345		25000				Add	Add

Back Refresh

Date/Time	Actioned by	Event	Comments
13-MAR-2006, 07:48:42	Flaherty, AdminCarol	Document Replaced (+Document)	
13-MAR-2006, 07:41:46	Flaherty, AdminCarol	Document Inactivated (-Document)	*Uploaded Wrong File -- I hate when I do that!*
13-MAR-2006, 07:14:34	Flaherty, AdminCarol	Manual Upload (+Document)	

Back Refresh

For more information about the DOD EDA Web Page, call the help ...01)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Audit Info

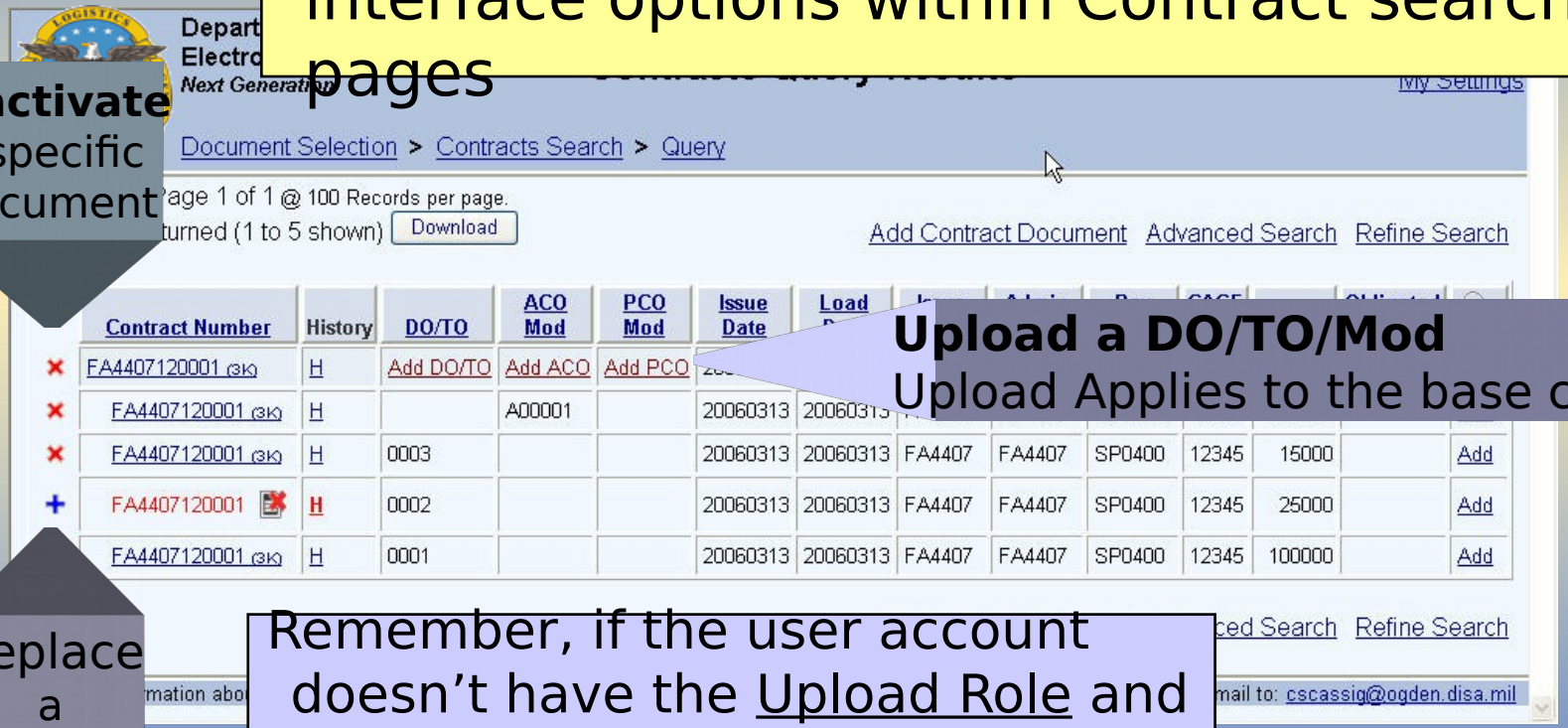
Links To **"Previous"** Documents

Captured information:
Date/Time
Actioned by
Event
Comments

Upload Role Users Interface…

Interface Options on Result Page

Users with the Upload Role & Issue DoDAAC(s) ***listed*** on their user account have additional interface options within Contract search result pages



Inactivate a specific document

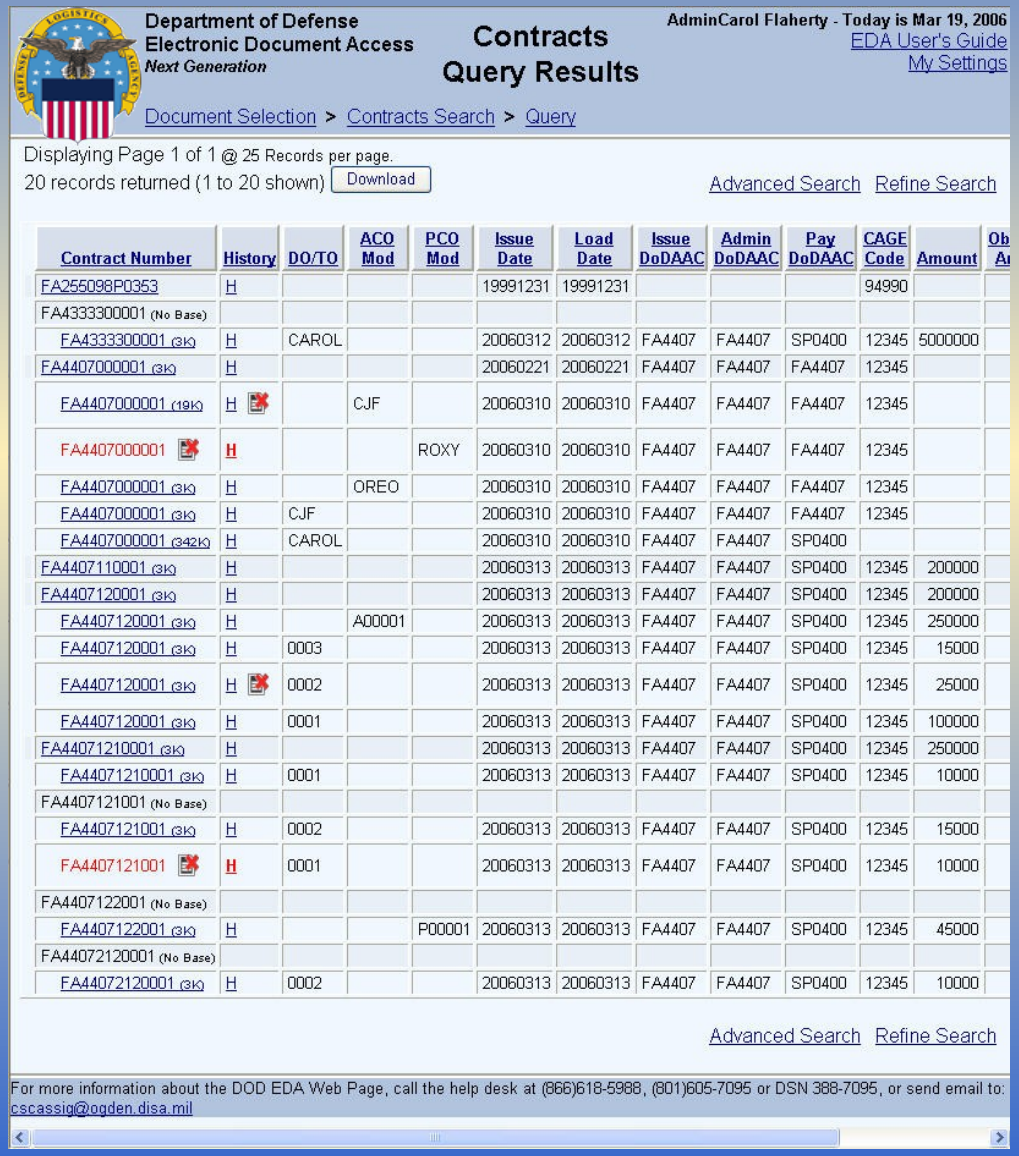
Upload a DO/TO/Mod
Upload Applies to the base contract

Replace a document

Remember, if the user account doesn't have the Upload Role and particular DoDAAC in query result, the user will NOT see options for uploading and/or inactivating documents

My Settings…

Multi-Folder View



Department of Defense
Electronic Document Access
Next Generation

Contracts Query Results

AdminCarol Flaherty - Today is Mar 19, 2006
EDA User's Guide
My Settings

Document Selection > Contracts Search > Query

Displaying Page 1 of 1 @ 25 Records per page.
20 records returned (1 to 20 shown) Download

Advanced Search Refine Search

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Ob A
FA255098P0353	H				19991231	19991231				94990		
FA4333300001 (No Base)												
FA4333300001 (3K)	H	CAROL			20060312	20060312	FA4407	FA4407	SP0400	12345	5000000	
FA4407000001 (3K)	H				20060221	20060221	FA4407	FA4407	FA4407	12345		
FA4407000001 (19K)	H		CJF		20060310	20060310	FA4407	FA4407	FA4407	12345		
FA4407000001	H			ROXY	20060310	20060310	FA4407	FA4407	FA4407	12345		
FA4407000001 (3K)	H		OREO		20060310	20060310	FA4407	FA4407	FA4407	12345		
FA4407000001 (3K)	H	CJF			20060310	20060310	FA4407	FA4407	FA4407	12345		
FA4407000001 (342K)	H	CAROL			20060310	20060310	FA4407	FA4407	SP0400			
FA4407110001 (3K)	H				20060313	20060313	FA4407	FA4407	SP0400	12345	200000	
FA4407120001 (3K)	H				20060313	20060313	FA4407	FA4407	SP0400	12345	200000	
FA4407120001 (3K)	H		A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000	
FA4407120001 (3K)	H	0003			20060313	20060313	FA4407	FA4407	SP0400	12345	15000	
FA4407120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	25000	
FA4407120001 (3K)	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000	
FA44071210001 (3K)	H				20060313	20060313	FA4407	FA4407	SP0400	12345	250000	
FA44071210001 (3K)	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	10000	
FA4407121001 (No Base)												
FA4407121001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	15000	
FA4407121001	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	10000	
FA4407122001 (No Base)												
FA4407122001 (3K)	H			P00001	20060313	20060313	FA4407	FA4407	SP0400	12345	45000	
FA44072120001 (No Base)												
FA44072120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	10000	

Advanced Search Refine Search

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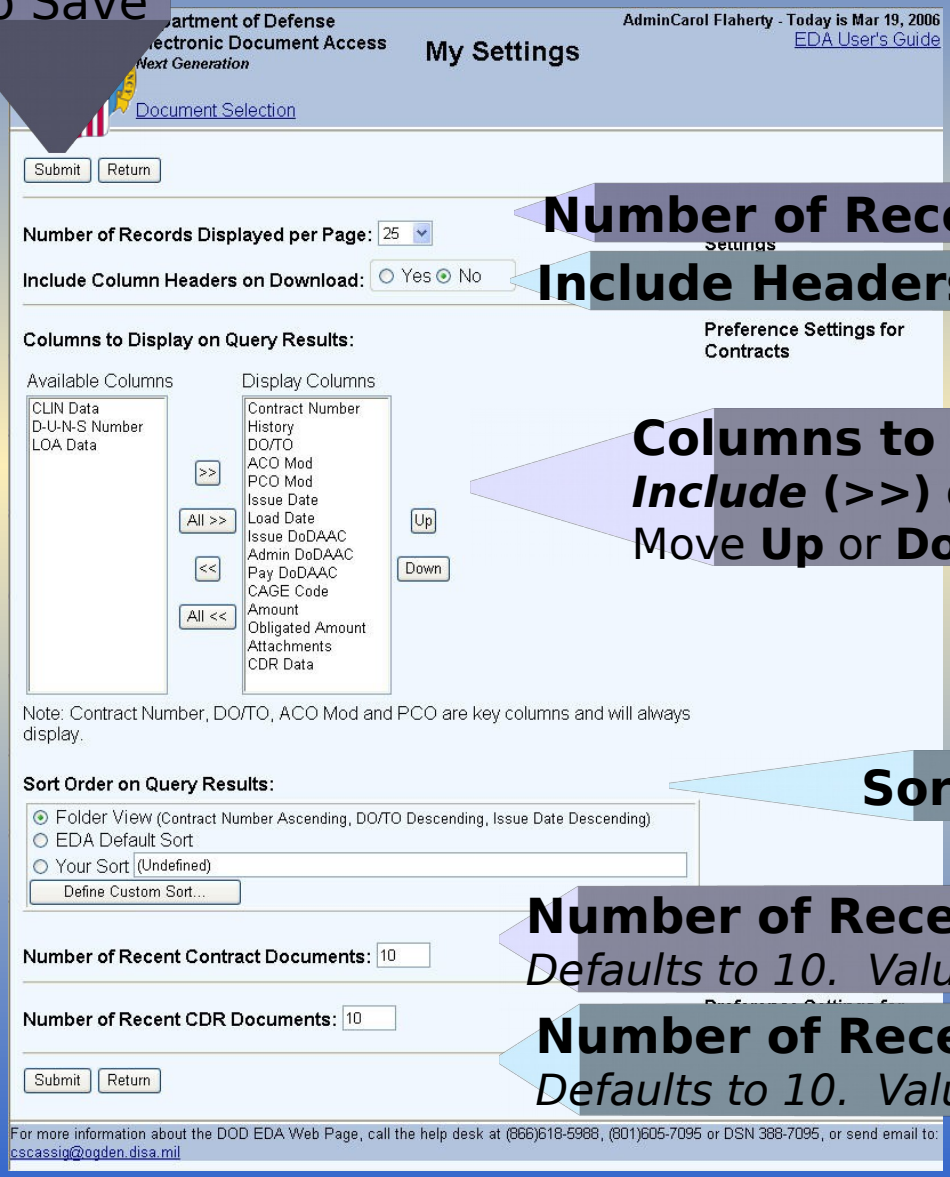
My Settings…

My Settings

Submit To Save

Customize Contract query results
Columns order and inclusion
Sort Options
Page Size
Download header options



Number of Records per Page

Include Headers on Download

Columns to Display
***Include* (>>)** or ***Exclude* (<<)** as desired
Move **Up** or **Down** for column order

Sort Order on Result

Number of Recent Contract Docs
Defaults to 10. Value 0-99

Number of Recent CDR Docs
Defaults to 10. Value 0-99

EDA User's Guide

Refer to the EDA Users Guide

- STEP-by-STEP instructions (for all Capabilities)
- Training Modules

See Help/Training option on the WAWF eBusiness Home Page for EDA User Registration and Administration Instructions.